

# **The Kansas Department of Corrections, Hutchinson Correctional Facility Visitors Handbook**

The Department of Corrections recognizes the importance of visitation in making an inmate's period of incarceration less difficult. With those inmates who have families, visiting privileges help ease the strain of separation and contribute to the maintenance of family ties, which may otherwise be lost. We also feel an inmate's motivation to improve his condition is affected in a positive way when he has regular visits from his family and friends.

This handbook has been designed to educate visitors to the Hutchinson Correctional Facility's rules and regulations regarding visiting. Our visiting program has been set up to provide a fair, wholesome and safe environment for visitors, inmates and staff. All HCF staff members assigned to visiting areas are required to strictly enforce these rules and regulations in a firm, fair and consistent manner.

Although we feel visitation is an important element in the correctional process, your visiting privileges can be revoked for violating facility rules and regulations. Please read this handbook carefully and thoroughly to avoid any unnecessary delays or interruption of your visiting privileges.

## **Visitation Locations:**

Central Unit – 500 S. Reformatory Rd.  
Hutchinson, KS 67501  
South Unit - 1001 E. Avenue G  
Hutchinson, KS 67501  
East Unit - 400 S. Halstead  
Hutchinson, KS 67501

## **Driving Directions:**

### **From Wichita to the South Unit and Central Unit**

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR– 61 North/Ken Kennedy Parkway, turn left (West) onto G Avenue, the South Unit is on the South side of the road. To continue on to the Central Unit, stay on G Avenue, turn right (North) onto Severance and the visitor parking is on the right side.

### **From Salina to the South Unit and Central Unit**

Take I-135 South/US 81 South, exit at #58, take the ramp right for US-81 Business North/SR-61 South, turn right (West) onto Avenue G, the South Unit is on the South side of the road. To continue on to the Central Unit, stay on G Avenue, turn right (North) onto Severance and the visitor parking is on the right side.

### **From Wichita to the East Unit**

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR– 61 North/Ken Kennedy Parkway, turn right (East) onto Avenue G, turn left (North) onto S. Halstead Rd.

**From Salina to the East Unit**

Take I-135 South/US 81 South, exit at #58, take the ramp right for US-81 Business North/SR-61 South, turn left (East) onto Avenue G, turn left (North) onto S. Halstead Rd.

**Public Transportation:** The local bus system toll-free telephone number: 1-888-458-2911. RCAT's Mission is to provide reliable and accessible public transportation for the citizens of Reno County and to foster economic growth and prosperity. Operating hours are Monday – Friday 6 am to 7 pm, and Saturday 7 am to 6 pm. Web site: [www.renogov.org/rcat](http://www.renogov.org/rcat)

**Visitation Schedule  
Saturday and Sunday Visits**

<b>Central Unit:</b>	Incentive Level 1 & Max Custody 3 hour visitation only	Last name begins with: A- L 8:00 am - 11:00 am M – Z 11:30 am – 2:30 pm	3 visitors allowed
	All other custody levels Incentive Level 2 & 3	All Day Visitation 8:00 am – 2:30 pm	3 visitors allowed
	Non-Contact	Pre-Scheduled Visitation (620) 662-2321 ext 4317	2 visitors allowed  2 one hour visits per weekend
	Segregation & Restriction	Video Visitation Contact the assigned Unit Team to schedule (620) 662-2321, ext. 4445.	2 visitors allowed  2 one hour visits per weekend No holiday visitation
<b>South Unit:</b>	Incentive Level 1 3 hour visitation only	Last name begins with: A- L 8:00 am - 11:00 am M – Z 11:30 am – 2:30 pm	5 visitors allowed
	Incentive Level 2 & 3	All Day Visitation 8:00 am – 2:30 pm	
<b>East Unit:</b>	Incentive Level 1 3 hour visitation only	Last name begins with: A- L 8:00 am - 11:00 am M – Z 11:30 am – 2:30 pm	5 visitors allowed
	Incentive Level 2 & 3	All Day Visitation 8:00 am – 2:30 pm	

**Check-in times for visiting period are as follows:**

AM visitation check-in times: 7:30 am – 10:00 am

PM visitation check-in times: 11:00 am – 1:30 pm

*The Central Unit walk-thru gate will be closed from 10:00 am to 11:00 am and again after 1:30 pm.*

**Holiday Visitation:**

Memorial Day, 4<sup>th</sup> of July, Thanksgiving Day, and Christmas Day

Inmate visitation will not be provided on the following state holidays unless the holiday falls on a Saturday or Sunday: New Year's Day; Martin Luther King Jr. Day; Veterans Day; and the day after Thanksgiving.

**Dress Code for Visitation:**

All visitors must be dressed appropriately. The following types of clothing would not be appropriate to wear at the Hutchison Correctional Facility for visitors over the age 10 years and older:

- See-through attire
- Tank Tops, Crop Tops, Halter Tops, tight blouses or shirts, and revealing low cut necklines, braless attire
- Shorts and tight pants
- Mini Skirts (skirts must reach the bottom of the knee)
- Dresses or Skirts that are tight and/or with a slit above the knee
- Pajama pants and sleep shirts
- Non-religious head gear
- Bare feet
- Any clothing that resembles any inmate clothing

This list is not intended to be all-inclusive. HCF reserves the right to deny entrance for any visitor when staff on duty determines that the visitor's attire is not acceptable. You will not be allowed to put on a coat to cover the problem.

**Identification for Visitation:**

Visitors 16 years of age and older are required to produce picture Identification issued by a governmental agency, such as driver's license, or a State ID card. Children under the age of 16 are required to have identification, which may include a birth certificate, Social Security Card, school ID card, etc.

**Authorized Items at Visitation:**

- Debit card of the vending machines
- Prescription medication, which does not require injection, not to exceed the amount needed for the length of the visitation period.
- Personal jewelry, including a medical alert bracelet.
- Eyeglasses or contact lenses
- Personal keys are exchanged for a "Key Chit" while visiting.
- 25 photographs to show the inmate during the visit
- Visitors with small children are permitted to bring in one diaper bag, with six diapers, one dispenser of wet wipes, one tube of rash cream, one bottle of baby powder, one pacifier or teething ring, two rattles or similar infant toys and sufficient food and formula (no glass containers) for the duration of the visit. A stroller or baby carrier may be used by visitors with infants.

**Visitors with Children:**

Visitors are responsible for the care and conduct of their children. Children must be accompanied at all times. Disruptive behavior may cause your visit to be terminated. Toys are available in the visiting areas for use by children of visitors.

HCF assumes no responsibility for injuries to children under the supervision of their parents or guardians.

**Special Visits:**

- All-day visits may be granted when the visitor must travel more than 150 miles one way.
- A Special Visit may be granted to visitors who are not on the inmate's approved visiting list; when the visitor must travel more than 150 miles one way and has not visited within the past six months.
- To request a visit that exceeds the limit of visitors in a single visit; Central Unit is authorized 3 visitors per inmate, East Unit and South Unit are authorized 5 visitors per inmate; this includes adults, children, and infants in the total authorized.
- The inmate is limited to one special visit per month.
- The inmate must initiate the special visit request through his Unit Team.

**Visitor Processing:**

- Central Unit - All visitors are required to stop at the Main Gate Officer's Station (Gatehouse).
- South Unit – Enter through the visiting room entrance.
- East Unit – Enter through the Dispatch Center at the entrance to the unit.
- Officers at these posts will check identification and inform you of what is necessary to visit.
- All visitors are required to fully complete a "Notice to Visitors" form.

**Lockers:**

The number of lockers is limited and is on a first-come-first-serve basis. The use of the lockers will be limited to –

- Those individuals who are dropped off and need to lock up their individual items.
- Those individuals who bring in an infant and need to lock up the baby supplies they have brought with them.
- Those individual who may have brought in pictures for viewing and there are too many to take in at one time.
- Medication that needs to be taken at prescribed times (except for nitro pills and inhalers).

Purses, wallets, cell phones, tobacco products and all other items need to be left in your secure vehicle.

**Gates** – A gate is a controlled station. All visitors must stop and gain permission from the officer before proceeding. For safety reasons, ensure that all hands, feet and children are kept clear of the gates.

**Parking** – Parking is available in the north parking lots at all three units. Visitors are required to remove their keys, close the windows and lock all doors. If the vehicle cannot be secured, it must be parked off state property.

**Immediate Family Members** – Parents, step-parents, siblings, spouses of siblings, half-siblings, stepsiblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents, or any person who has filled the role of parents de facto, with respect to the inmate, as confirmed by the Warden or designee upon review of the inmate's social history. Persons under the age of eighteen are prohibited from visiting unless they are immediate family.

**Outdoor Visiting Areas** - The use of these areas depends upon the time of year and weather conditions. These areas are open on weekends and holidays only. The Central Unit does not allow outside visitation. Laying or sitting on the ground and straddling the benches in the outside visiting areas is not permitted.

**Visiting Rules** - The following are rules for visiting:

- Tables will not be moved from their location. Tables are available on a first-come-first-served basis. They cannot be “saved” by the visitor by leaving items on the table. Any item left unattended will be picked up by the officers and may be retrieved at the Officer's Station.
- Inmates and visitors are to visit with your approved person(s) only. Inmates are not to visit with other inmates and are not approved to visit with other visitors not on their visiting list. Visitors are not to visit with other inmates, whom they are not approved to visit with.
- Visitors at the Central Unit Visitation Center are to remain at their tables until the visiting officer allows the visitor to leave. Do not congregate by the front door. This creates a fire hazard!
- Inmates and their visitor(s) may hug and kiss only during the first “Hello” and last “Goodbye” of the visit; they may hold hands at tabletop level and while walking around.
- Inmates and visitors may not lean against each other; put their arms around each other; or entwine their legs.
- Back rubs and neck rubs are also not allowed.
- If the rules for personal contact/conduct are violated it could result in one or more of the following action(s): Verbal warning, written warnings, disciplinary action, being placed on no-contact visits, or suspension of visiting privileges.

**Correspondence** - Correspondence for the inmate cannot be accepted at HCF if brought in by visitors. It must be mailed into the facility. It may be mailed to the inmate at P.O. Box 1568, Hutchinson, KS 67504-1568. You must include your name and return address on the envelope or it will not be forwarded to the inmate.

**Money** - All funds being sent to inmates by family members or friends must be mailed, along with the required deposit coupon, to the Lansing Correctional Facility: Kansas Department of Corrections, P.O. Box 187, Lansing, KS 66043. No cash or personal checks will be accepted. Money Orders MUST be made payable to the KANSAS DEPARTMENT OF CORRECTIONS.

**Unit Team** - Each living unit is assigned Unit Team counselors. If you have any questions regarding an inmate or the facility, the Control Center or Dispatch Center can put you in touch with a Unit Team counselor during regular business hours.

**Visitor Questionnaire** - This form is sent to each potential visitor by the inmate. This form must be filled out completely and accurately and returned by mail to the facility. Once this form is received by the facility, it will be processed and if approval is granted, you will be allowed to visit. The approval process takes approximately three weeks.

**Work Release** - The Work Release Center is located at the South Unit. Visitors who are visiting inmates participating in the work release program are allowed to visit in the South Unit visiting area.

**Incentive Levels** – The incentive levels determine who may visit and when they can visit.

- Privilege Level 0: Attorneys, clergy and law enforcement only
- Privilege Level 1: Attorneys, clergy, law enforcement, designated primary visitor and immediate family only.
- Privilege Level 2 and 3: Any approved visitor.

## **Frequently Asked Questions**

### **When can I visit?**

Members of the inmate's immediate family may visit the next weekend after the inmate has been admitted to HCF if the inmate has completed a temporary visiting list. All other visitors must be on the inmate's approved visiting list prior to visiting. If your name is not on the visiting list, you will not be allowed to visit.

**Non-Contact Visiting Hours** – At the Central Unit the hours for non-contact visiting rooms are 8:30 to 9:30 a.m.; 9:30 to 10:30 a.m.; 12 to 1 p.m.; and 1:00 to 2:00 p.m. A limit of two visitors will be allowed for the no-contact visiting rooms. Visitors who have not arrived at their scheduled time will be considered a “no show.”

**Segregation & Restriction** – At the Central Unit these visits will be 1 hour and take place in the video conference rooms. They will receive two 1-hour visits a weekend and they must be scheduled through the Unit Team. They will receive no holiday visits.

If you have scheduled a **non-contact** or a **video visit**, **DO NOT** wait in line at the Central Unit. When you arrive, walk up to the officers at the Gatehouse and tell them that you have a scheduled visit. They will process you right away. If you have an 11:00am video visit scheduled, the gate will be closed when you arrive. Just tell us of your scheduled appointment and we will let you enter.

At ALL units, if you leave the visiting area, you will not be allowed to return that day. **THE VISIT WILL BE OVER.**

### **Can I visit more than 1 inmate?**

Multiple visits are not permitted unless you are a relative and have more than one immediate family member incarcerated at HCF. With the exception of immediate family members, you are permitted to be on only one visiting list.

**What about contraband?**

Bringing contraband into a prison can have serious consequences. Trafficking in contraband, in a penal institution is a severity level 6, non-person felony. Trafficking in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the warden of the facility. This includes drugs, needles, tobacco, weapons, explosives, intoxicating beverages, currency, written communication and more. Visitors attempting to bring contraband of any type into our facility will be arrested and prosecuted to the fullest extent of the law.

**Do not bring into the facility:** tobacco products, cell phone devices, cameras, and money. Those items must be secured in your automobile.

**Can I be searched?**

Each visitor shall be required to clear both a metal detector and a parcel x-ray machine search. Any visitor who is unable to clear a walk-through metal detector after three attempts will be subject to a search using a hand-held device. Any visitor who then is unable to clear the hand held metal detector shall not be allowed to visit that day. You may also be subject to a canine screening for drug detection. If you refuse a search, you may not visit that day and will also lose your visiting privileges. An adult visitor may be requested to submit to a pat down search and/or a strip search if reasonable suspicion is present that the visitor is in the possession of contraband.

If you have a medical condition that doesn't allow you to clear thru the metal detector, you will need to bring a letter from your Doctor stating your condition.

**What about my conduct?**

Verbal harassment, abuse or threats to officers, other inmates or visitors can result in immediate termination of your visit. Please be civil and polite.

**Where can we go?**

Inmates and their visitors may go to the restroom, officer's station and children's play areas (where these areas are available). Loitering on the landing outside the Central Unit outside visiting room or the outside entrance to the East Unit visiting room is not permitted.

**What if I am physically disabled?**

Reserved parking for physically challenged persons is located near the visiting entrance in each unit's parking lot. If you need help with your wheelchair, walker, etc., you may ask for assistance from a staff member. The facility will provide the use of a wheelchair if needed.

**What about people who won't be visiting?**

If you bring someone with you who is not going to visit, they must leave state property. This specifically means they are not allowed to wait in vehicles in the facility's parking lots.

**What if I am on probation or parole?**

If a visitor is on probation or parole, he/she may be allowed to visit only after receiving written permission from the assigned probation or parole officer and the Warden of this facility. Permission to visit may only be granted after the expiration on one year after the most recent release date.

**What if I am an ex-employee of the DOC?**

Ex-employees (including contract employees and volunteers) are prohibited from visiting at HCF for two years after termination of their employment or volunteer activity. Requests made following this period will be considered on a case-by-case basis by the Warden.

**In closing...**

If you have any questions or encounter any problems, you may contact the facility visitation clerk, Ms. R. Lock at (620) 662-2321, Ext. 4317 or Ext. 4445 for a Unit Team member.

For a copy of the Visitors Handbook go to:

[www.doc.ks.gov/facilities/hcf/visitors/-handbook/HCFVisitorGuide.pdf/](http://www.doc.ks.gov/facilities/hcf/visitors/-handbook/HCFVisitorGuide.pdf/)

For Policies go to:

KAR - [www.kslegislature.org/legsrv-kars/index.do](http://www.kslegislature.org/legsrv-kars/index.do)

IMPP- [www.doc.ks.gov/kdoc-policies/impp/](http://www.doc.ks.gov/kdoc-policies/impp/)

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